



**Islamic Republic Of Afghanistan
Kabul Municipality**



INFORMATION TECHNOLOGY DEPARTMENT

TERMS OF REFERENCE

His Excellency Mohammad Yonus Nawandesh

Signature: _____



Islamic Republic Of Afghanistan

Kabul Municipality



1. Department Purpose:

- To Improve the organization of information technology tools widely used throughout the Kabul Municipality;
- To leverage emerging information technologies to reduce cost, limit growth in the workforce and improve services to the employees and to provide most innovative and cost effective technology services for managing the Kabul Municipality;

Department Objectives:

- To link Kabul Municipality with citizens for better delivery of services
- Maintain and safeguard the information and data of Kabul municipality by adopting high IT security measures

3. Department Scope and Responsibilities:

The scope and responsibilities of the IT Department are given as follows:

- IT Department is responsible for installing and maintaining Private Automated Branch Exchange (PABX) to provide internal telephone service to Kabul Municipality.
- Records Management: IT Department must maintain a resourceful records management system for the Property Department.
- Deals with connectivity problems and ensures that the internet connection is always available.
- Creates a mailing system for the Kabul Municipality's staff with the domain of the KM.
- Creates a shared document portal for information sharing and uploading.
- Follows up on technical aspects of IT subcontracting.
- Provides statistical data on web user's access.
- Develops an administration and a user manual.
- Maintains and updates the website.
- Evaluates and recommends purchases of IT equipment.
- Improves staff's ICT skills by regular information of new developments.
- To ensure security of Kabul Municipality's information/data.
- Provide an efficient backup system to all the Kabul Municipality data.
- Support the Customer Information Center (CIC) in providing electronic information to public.
- Support and maintain the installation of finger print machines in Kabul Municipality
- The IT Department must install and use licensed software (Windows, Office Suite).
- All the Licensed software is the property of Kabul Municipality, hence should be recorded as Kabul Municipality's intangible assets.



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- The IT Department is responsible for developing and maintaining IT inventory database.
- FMIS
- IT Department is responsible for supporting the Departmental Management systems (FMIS, MIS, GIS)
- The IT Department should establish and maintain IT support desk for the internal IT

4. Department *Tashkil*;

5. Reporting:

To Administration and Finance Department

6. Liaison:

All KM Departments

Annexes

Job Descriptions